

CENTRALIZED RECORDS SUPERVISOR

FUNCTION OF THE JOB

Under direction, to plan, coordinate, implement, and maintain department-wide computerized and non-computerized records management system; to serve as a HIPAA Privacy and Security Coordinator for the department; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Analyzes department business systems, operations, and relevant State and Federal regulations with regard to records management; makes recommendations for improvements or modifications; and coordinates the implementation of needed changes.
2. Establishes, directs, and maintains a system of managing client, administrative, and fiscal files; and ensures file system security and confidentiality.
3. Researches, analyzes, reviews and evaluates state and federal privacy, security and confidentiality laws in conjunction with county legal counsel; and coordinates the development of appropriate policies and procedures.
4. Functions as the department's HIPAA Privacy and Security Coordinator and serves on the county security committee.
5. Develops and administers the records management policies and procedures for the storage, retrieval, release and destruction of all department records and related forms.
6. Functions as the designated County Security Coordinator responsible for authorizing department and contract staff access to State of Wisconsin-managed data systems.
7. Coordinates on-going record audits to ensure compliance with applicable regulations, standards and statutes.
8. Participates in research, evaluation, and implementation of records management, microfilm, imaging, printing, reprographic, cost/benefit analysis of program impact evaluation, and project planning and evaluation.
9. Develops and administers a department critical records security and business continuity records program.
10. Establishes and maintains effective working relationships with employees, staff, representatives of other agencies, and vendors.
11. Develops and coordinates clinical classification and coding across the department.
12. Supervises, assigns, coordinates, trains, and evaluates employees, handles personnel concerns and may recommend disciplinary action up to and including discharge.
13. Develops and oversees training programs for staff to ensure standardization of records management, security and confidentiality practices throughout the department.
14. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
15. Prepares and presents comprehensive written and oral reports and recommendations to committees, boards, and staff.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the principles, practices, equipment, and technologies of records management including microfilm, imaging, and automated records management systems.

QUALIFICATIONS (continued)

Essential Knowledge and Abilities

2. Comprehensive knowledge of state and federal confidentiality rules and regulations, (including the Health Insurance Portability and Accountability Act (HIPAA) of 1996), related to health and human services programs and records.
3. Comprehensive knowledge of county and state laws, rules, and regulations regarding the creation, retention, preservation, and disposition of public documents.
4. Comprehensive knowledge of the use of computers in the indexing, storage and retrieval of documents.
5. Working knowledge of project management methods and practices.
6. Working knowledge of Internet access, database, spreadsheet and word processing programs.
7. Working knowledge of administrative, supervisory, and managerial principles, practices, and procedures.
8. Ability to plan, develop, and implement multiple assignments and projects, including evaluation, design, communication, and training.
9. Ability to effectively supervise, assign, train, coordinate and evaluate the work of other employees.
10. Ability to utilize word processing, database and spreadsheet programs.
11. Ability to research, analyze and evaluate federal and state statutes and recommend necessary policy changes.
12. Ability to prepare and present clear and concise oral and written communications, reports and recommendations.
13. Ability to establish and maintain effective working relationships.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in records management, health information management, information studies, human services or a closely related field.
2. Three (3) years of responsible work experience in a human services or health related agency, including responsibility for administering the agency's records.
3. A master's degree in an area listed above may substitute for one (1) year of the work experience requirement.